



University of Maryland School of Public Health Department of Kinesiology

KNES 289 Topical Investigations

KNES 389/ 389K Topical Investigations; Kinesiology Internship

KNES 498 Special Topics in Kinesiology

Semester: Offered Fall / Spring/ Winter/ Summer By Permission

Section: Varies; You will be provided the section number once Dr. Brown or Dr. Klossner give you permission to enroll and provide a stamp.

Meeting Time: Varies based on internship.
~2 “class” meetings each semester
Time/ dates TBA

Course webpage: See Canvas / ELMS

Instructor: Dr. Brown

Dr. Brown: Oversees all internships except for Athletic Training/ Sports Medicine, including summer.

Dr. Klossner

Dr. Klossner: Oversees Athletic Training / Sports Medicine and other internships through UMD Dept of Athletics. Excludes summer.

Office: Dr. Brown: SPH 2343

Dr. Klossner: SPH 2337

Office Hours:

By appointment*

*To make an appointment

visit <http://appointments-sphl.umd.edu/ramonline>

Note: Students may drop off completed application forms anytime by placing these **in the mailbox by our office doors.**

Phone: Dr. Brown: 301-405-2503

Dr. Klossner: 301-405-2569

Email: ebrown2@umd.edu

jklossne@umd.edu

Kinesiology SPH 2351

Office/ Phone: 301-405-2450

Please sign up for the kinesiology blog at: umdknes.blogspot.com

Course Description:

These courses offer Kinesiology majors the opportunity to pursue practical, authentic experience related to career goals or research interests in the field. Students independently secure an internship or research experience on or off-campus.

KNES 289: Adjustable credit (1-6 credits/ semester); Repeatable up to 6 credits

KNES 389: Adjustable credit (1-3 credits/ semester); Repeatable up to 6 credits

KNES 389K: 3 credits only

KNES 498: 3 credits only / semester; Repeatable (content must differ)

Course Pre- and Co-requisites: Student MUST be Kinesiology major to enroll in these courses.

Student Learning Objectives:

1. Participate in authentic experience in the field.
2. Develop professional knowledge and skills in the field.
3. Reflect on experiences to inform future career choices.

Program Competencies Addressed in this Course:

The following competencies for Kinesiology may be addressed in this course depending upon each student's specific goals and the nature of the independent experience:

1. Students will interpret, synthesize, and critically analyze research underlying the kinesiological dimensions of physical activity and health.
2. Students will develop principled reasoning skills necessary to apply and extend kinesiology knowledge to address problems that are relevant to physical activity and the health of diverse populations.
3. Students will integrate, interrogate, and communicate the connection between the scholarship of kinesiology and the goals of public health.
4. Students will integrate their physical activity experiences with kinesiology sub-disciplinary knowledge.

Required Texts and Other Readings:

Those assigned by internship or research lab site supervisors.

Required Technology and Other Materials:

Those assigned by internship or research lab site supervisors.

Course Communication:

When available, please contact Dr. Brown or Dr. Klossner through canvas email communication as this will provide us an on-going recorded dialogue if needed. Regular email is permitted as necessary. You may also call our office (see numbers above) if you need to reach one of us promptly. Please remember that many questions can be answered by reviewing the syllabus or Canvas announcements.

Please be sure to check with your site supervisors how they would like you to communicate with them. Be sure to provide them with your contact information as well.

Course Requirements and Expectations:

1. Review the syllabus thoroughly. The syllabus (and updates on Canvas) is our contract with you. Unless we have explicitly made changes (which would be announced through Canvas Announcements) the syllabus has all the important details of the class including due dates, grading policies, etc. While we are happy to answer questions, most times you can find the answers in advance by looking in the syllabus or on Canvas announcement! ☺ If you look and it's not there or it's not clear, PLEASE let us know ASAP so we can clarify it for everyone. **Remember, the syllabus is our contract with each other so please read through it carefully!**

In addition, please be sure to meet with your site supervisor before starting to outline their expectations of you. You will need to write about these expectations in your first journal.

2. Attendance at your internship/ research experience **is expected**. If you must miss an internship day for university-sanctioned/approved events or an excused absence then please communicate this absence with your site supervisor well in advance (at minimum 2 weeks if possible). Please see the policy entitled "Attendance, Absence or Missed Assignments" (<http://www.ugst.umd.edu/documents/CourseRelatedPolicies.pdf>). Note events that justify an excused absence include:
 - Documented religious observances (see policy at the end of syllabus)
 - Mandatory military obligation
 - Illness of the student or illness of an immediate family member

- Participation in university activities at the request of university authorities
- Compelling circumstances beyond the student's control (e.g., death in the family, required court appearance)

Please also note, absences stemming from work duties other than military obligation (e.g., unexpected changes in shift assignments) and traffic/transit problems do not typically qualify for excused absence.

If you are ill or encountering personal difficulties, please let your site supervisor know as soon as possible. You can also contact Learning Assistance Services (301-314-7693) and/or the Counseling Center (301-314-7651) for assistance. If you are encountering a situation which warrants extended absence at your internship site, please contact Dr. Brown and / or Dr. Klossner in addition to your site supervisor so we are kept in the loop.

3. Please check Canvas frequently and make note of any updates or changes in the schedule or assignments. It is your responsibility to stay informed of both class and internship expectations.
4. **Attendance at one required internship meeting at the beginning of the semester and one near the end of the semester.** If you are unable to make one or more of these meetings, please schedule an appointment with Dr. Brown and / or Dr. Klossner within one week of the schedule meetings. Please note, it is critical that you turn in your application and get approval by the second week of classes so you may receive a stamp and register before the end of schedule adjustment. Do NOT wait until the last minute. Applications not received prior to the last day of schedule adjustment may NOT be processed (and thus you will not be able to register/ earn credit for your internship!)
5. **Complete hour log, evaluation forms (see graded assignments) and make sure on-site internship supervisor has received the supervisor's evaluation of student form.** This will be emailed to the site supervisor but the web address can be found in the syllabus and on Canvas as well. Please make sure to share it with them if they haven't received an email.
6. Set up an end of the semester meeting with your site supervisor to review your self-evaluation compared with his /her evaluation of you. Please meet with them during the first week of December. You will be asked to comment on this in your final internship summary.
7. Review campus resources regarding how to succeed in your internship at <https://careers.umd.edu/students/internships/how-succeed-your-internship>

Major Graded Assignments:

1. Hour Log

You must track you daily hours and basic activities/ responsibilities for each day you are at the internship site. Please use the following google link to record your hours each time you are at your internship site.

<https://forms.gle/m1HAeioTHd5DYNLc6>

Points will be determined by the total percent of hours completed. So for example if you completed 85 of your required 90 hours (for a 2 credit internship) this is 94% of the hours so you receive 94 / 100 points. Please be sure to schedule internship hours accordingly and let me ASAP if you deem there will be a problem getting your total number of hours. Hour requirements are listed below:

- 1 credit = 45 contact hours
- 2 credits = 90 contact hours
- 3 credits = 135 contact hours

*It is unlikely we will approve greater than 3 credit hours per semester but if you are granted more credits (KNES 289) then you may assume that each credit is worth 45 contact hours. Please also note that if you go over the required number of contact hours, you should record these hours for future graduate school applications purposes but you will not receive additional points toward your final grade in the class. All hours should be recorded by the last day of classes.

2. Reflective Journals (2 per month; Total of 6)

Journals are due on Canvas on the 15th and the last day (30th or 31st) of each month (Fall: Sept/ Oct/ Nov) or Spring: Feb/ March/ April). Internships completed in the winter mini term or over the summer will have different expectations....please discuss this with your overseeing faculty member (Dr. Brown or Dr. Klossner) Journal prompts are listed in the course outline. Please answer questions accordingly but feel free to add or discuss more about your internship experiences in each journal if you wish. Add the cumulative number of hours to date on each journal as well. (10 points each)

3. Final Summary of Internship

Write a 1-2 page typed summary of internship at the end of the experience (1 page single spaced or 2 pages double spaced). Please make sure to discuss how your self-evaluation compared with your internship supervisor's evaluation of you. Please turn in by last day of classes on canvas. Further details are provided in the course outline. (20 points)

4. Completed Student Internship Self-Evaluation Form

- Complete a *Student Internship Self-Evaluation* form. Remind on-site supervisor to complete the *Internship Supervisor Evaluation of Student* form. These forms are located on the Kinesiology website and / or Canvas page.
- Schedule a time PRIOR to the last week of classes to review evaluation forms with supervisor.
- Please complete your *Student Internship Self-Evaluation* via the following link:
<https://forms.gle/UzTqUDGtF3yQX2br5>
Your self-evaluation is worth 20 points however.

Please note, it is your responsibility to provide your supervisor with the link to this form (<https://forms.gle/A3qti8MQCvJaUDkr5>) but you do not need to worry if they do not complete it prior to the end of the semester. It will not count against you if they don't turn in their evaluation of you (they may send it to us directly).

5. Student Evaluation of Internship Site/ Supervisor

Please complete this form. <https://forms.gle/j6Ds4eJSBzKf3Kah9>

You do **NOT** need to review this with your supervisor unless you wish to do so. Turn this in by the last day of classes. The department may provide general feedback to sites and supervisors at a later date. (20 points)

Important Notes about Assignments:

- Make sure you double check that your work has been submitted. DO NOT wait until the last minute....problems with Canvas are NOT an excuse! If it is late, points will be deducted (see policy below). Trouble with Canvas?: IT Help Desk: 301-405-1500
- 10% will be deducted from your assignment grade for each day an assignment is late
 - The assignment will NOT be accepted after 7 days(including weekends).
 - In addition, 10% will be deducted for any assignment submitted in any manner other than as described in this syllabus. It is YOUR responsibility to check Canvas regularly and stay up to date with any changes/ additions in class schedule/ assignment dates.

Grading Scale:

	A = 92.45 - 100	A- = 89.45 – 92.44
B+ = 87.45 – 89.44	B = 82.45 - 87.44	B- = 79.45 – 82.44
C+ = 77.45 – 79.44	C = 72.45 - 77.44	C- = 69.45 – 72.44
D+ = 67.45 – 69.44	D = 62.45 - 67.44	D- = 59.45 – 62.44
		F = < 59.45

Please note, as identified above if a grade is rounded to .5 or above, you receive the higher grade but if rounds to .4 or below, than the lower grade is assigned. For example 87.45 rounds up 87.5 or to 88% which is a B+ but 87.44 rounds down to 87.4 or 87% which is a B. There are no exceptions to this rule as it is the only way to be consistent and fair to all students.

University Course Related Policies:

All University of Maryland-approved course policies are provided at the following website:

<http://www.ugst.umd.edu/courserelatedpolicies.html>

Please note: While we have included some general information on University Policies as well as related class policies below, the link above provides complete University course related policy descriptions, resources, and links to official policy documents. It is your responsibility to be familiar with and uphold course and University policies.

- **Academic Integrity:** The University's code of academic integrity is designed to ensure that the principle of academic honesty is upheld. Cheating, Fabrication, Facilitating Academic Dishonesty and Plagiarism when committed by a student, constitutes academic dishonesty.
- **Code of Student Conduct:**
 1. The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding the student code of conduct during all internship experiences.
- **Sexual Misconduct:** See below
- **Discrimination:**
 1. To report an incident of hate bias, please contact one or more of the following:
 - Office of Diversity & Inclusion (<https://diversity.umd.edu/hbrp>)
 - Police (Emergency: 911 or 301-405-3333 or Non-Emergency: 301-405-3555)
- **Accessibility:**
 1. Disability Support Service coordinates services that ensure equal access to University of Maryland College Park programs for individuals with disabilities. The DSS is located in 0106 Shoemaker Bldg and can be reached at 301-314-7682 or www.counseling.umd.edu/DSS.
- **Attendance, Absences, or Missed Assignments**
- **Religious Observances:**
 1. It is the student's responsibility to inform the instructor and / or site supervisor in advance (end of schedule adjustment period) of any intended absences for religious observance.
- **Student Rights Regarding Undergraduate Courses**
- **Official UMD Communication**
 1. We will communicate you primarily through Canvas email or by providing comments on Canvas via Assignment comments. Please check email and Canvas site on a regular basis. Students are responsible for keeping their email address up to date or for redirecting or forwarding email to another address. Failure to check email, errors in forwarding email, and returned email (from "full mailbox" or "unknown user" errors for example), will not excuse a student from missing University announcement, messages, deadlines, etc. Email addresses can be quickly and easily updated at www.my.umd.edu or in-person at the Student Service Counter on the first floor of the Mitchell Building.
- **Inclement Weather:** In the event of inclement weather, please check University postings for information

about University closure/ class cancellation. Please check with your site supervisor regarding your internship.

1. Official closures and delays are announced on the campus website (<http://www.umd.edu>) and snow phone line (301-405-SNOW), as well as local radio and TV stations.
- **Mid-Term Grades:** Provided for 100 and 200 level courses, and all student-athletes.
 - **Complaints About Course Final Grades:**
 1. Questions about course grades should first be addressed to the course instructor within one week of grades posted.
 - **Copyright and Intellectual Property**
 - **Final Exams:** There is no final exam for this course.
 - **Course Evaluations:** The School of Public Health is committed to the use of student course evaluations for improving the student experience, course and curriculum delivery, and faculty instruction.
 1. For internships – please complete the site / supervisor evaluation form provided with this class (see canvas)
 - **Emergencies:** In the event of an emergency, in class or on campus please contact campus police at 301-405-3333 or call 911.
 1. Make sure you have signed up for UMD emergency alerts at <https://alert.umd.edu/>
 2. Consider downloading and registering for the UMD RAVE Guardian app (see below)
 3. Review emergency procedures for active shooter and follow principles of RUN – HIDE – FIGHT

Campus Resources and Support Services:

Student Resources and Services (many services available)

<http://sph.umd.edu/content/student-resources-and-services>

Help Center (Peer Counseling & Crisis Intervention)

301-314-4357

<http://helpcenterumd.org>

Counseling Center

301-314-7651

<http://counseling.umd.edu/>

CARE (Confidential Services for Sexual Assault/Harassment/Rape)

301-741-3442

<http://www.health.umd.edu/care>

Health Center

301-314-8180

<http://www.health.umd.edu/>

School of Public Health Undergraduate Center for Academic Achievement

<http://sph.umd.edu/%3Cfront%3E/undergraduate-center-academic-success-and-achievement>

Basic Needs Security: If you have difficulty affording groceries or accessing sufficient food to eat every day, or lack a safe and stable place to live and believe this may affect your performance in this course, please visit <http://go.umd.edu/basic-needs> for information about resources the campus offers you and let me know if I can help in any way. You may also visit Campus Pantry: <http://campuspantry.umd.edu/>

University of Maryland Police

Emergency Number - 301-405-3333 / #3333 from a mobile phone / 911

Non-Emergency Number - 301-405-3555

UMD Guardian (Mobile Campus Safety App)

umpdnews.umd.edu/umdgardian

Prince George's County Police

911 from mobile phone

Non-Emergency Number - 301-352-1200

UMD Police Walking Escort/Non-Emergency:

301-405-3555

NITE Ride

301-314-6483

<http://www.transportation.umd.edu/niteride.html>

Office of Civil Rights & Sexual Misconduct (Title IX)

TitleIXcoordinator@umd.edu

ocrsm.umd.edu

UMD Alerts <https://alert.umd.edu>

ELMS. <https://myelms.umd.edu>.

Trouble with Canvas?: IT Help Desk: 301-405-1500

University of Maryland Libraries <http://www.lib.umd.edu>

The Office of Diversity and Inclusion

2411 Marie Mount Hall

301.405.2838

diversity.umd.edu

Nyumburu Cultural Center

4018 Campus Drive, College Park, MD 20742

301.314.7758

nyumburu.umd.edu

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4018 Campus Drive, College Park, MD 20742

301.314.7758

nyumburu.umd.edu

Lesbian, Gay, Bisexual, and Transgender (LGBT) Equity Center

2218 Marie Mount Hall

301.405.8720

lgbt.umd.edu

University of Maryland Chaplains

thestamp.umd.edu/memorial_chapel/chaplains

Multicultural Student Involvement & Community Advocacy (MICA)

Adele H. Stamp Student Union, Suite 1120

301.314.8600

Course Outline	
KNES 289/389/389K/498 Internship Group Meeting 1	TBA
Reflection Journal 1:	Due September 15th
What expectations does your site supervisor have for you during this internship? What have you done thus far to work toward meeting these expectations? In what ways are these responsibilities helping you grow as a professional? How many hours have you completed thus far in your internship/ research experience? Do you have any questions or concerns about your internship thus far? What will you do to proactively work toward answering these questions or alleviating these concerns?	
Reflection Journal 2:	Due September 30th
What role or responsibilities have you taken on during your internship in the last few weeks? How are these responsibilities helping you to grow as a professional? How many hours have you completed thus far in your internship/ research experience? What questions or concerns do you have about your internship thus far? What will you do to proactively work toward answering these questions or alleviating these concerns? Feel free to provide any other thoughts about your internship.	
Reflection Journal 3:	Due October 15th
What role or responsibilities have you taken on during your internship in the last few weeks? How are these responsibilities helping you to grow as a professional? How many hours have you completed thus far in your internship/ research experience? What questions or concerns do you have about your internship thus far? What will you do to proactively work toward answering these questions or alleviating these concerns? Feel free to provide any other thoughts about your internship that you would like to share.	
Reflection Journal 4:	Due October 3th
What role or responsibilities have you taken on during your internship in the last few weeks? How are these responsibilities helping you to grow as a professional? How many hours have you completed thus far in your internship/ research experience? What questions or concerns do you have about your internship thus far? What will you do during the remaining portion of your internship to get the most out of your last few weeks? Feel free to provide any other thoughts about your internship that you would like to share.	
Reflection Journal 5:	Due November 15th
How many hours have you completed thus far in your internship/ research experience? How have your responsibilities changed as you have progressed through your internship? What do you think about these changes? Do you have any final goals for your internship? Please explain. Feel free to provide any other thoughts about your internship that you would like to share.	
Reflection Journal 6:	Due November 30th
How many hours have you completed thus far in your internship/ research experience? Has this experience been beneficial to your professional growth? How so or why not? In what ways has your internship impacted your career goals overall? Have you scheduled your final meeting with your site supervisor to review your self-evaluation? If so, when is it? If not, when will you do this? What do you hope to accomplish in this last meeting with your site supervisor. Feel free to provide any other thoughts about your internship that you would like to share.	
Set up end of semester meeting with Site Supervisor	First week in December
Provide this URL to your site supervisor in advance of the meeting. (https://forms.gle/A3qti8MQCvJaUDkr5)	
KNES 289/389/389K/498 Internship Group Meeting 2	TBA
Final 1-2 page summary	Due December 9th (Last day of classes)
Write a 1-2 page typed summary of internship at the end of the experience (1 page single spaced or 2 pages double spaced). Please make sure to discuss how your self-evaluation compared with your internship supervisor's evaluation of you and list your total number of hours. Please turn in by last day of classes on canvas.	
Student Internship Self-Evaluation https://forms.gle/UzTqUDGtF3yQX2br5	Due December 9th (Last day of classes)
Student Evaluation of Internship Site/ Supervisor https://forms.gle/j6Ds4eJSBzKf3Kah9	Due December 9th (Last day of classes)
Final Hour Log (complete form for each day at internship) https://forms.gle/m1HAeioTHd5DYNLc6	Due December 9th (Last day of classes)

